



Dorset County Association of Church Bell Ringers

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Dorset County Association of Church Bell Ringers
Bell Restoration Fund is a registered charity. Charity number 294239

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Use of the DCACBR Email Account

Overview

The **Dorset County Association of Church Bell Ringers (DCA)** maintains a single official email account, **DCACBR**, hosted by Google. This account serves as the primary point of contact between the association and both its membership and the general public.

The DCACBR email account has direct access to Google Contacts containing details of all DCA members on the distribution list, enabling efficient communication. This account is the only publicly declared email address for the association.

Email Usage

The DCACBR email account may **only** be used under the following circumstances:

1. Official Association Communication

- Sending announcements, newsletters, or updates to DCA members.
- Responding to inquiries from the general public regarding the association, its events, membership, or bell-ringing activities.

2. Membership Coordination

- Communicating information about meetings, events, training sessions, or other official activities to members.
- Facilitating discussions or notices related to committees, sub-groups, or special interest groups within the association.

3. Data Privacy and GDPR Compliance

- **All communications must fully comply with GDPR and data protection regulations.**
- Members' contact details from Google Contacts may **only** be used for DCA-related communications.
- When sending emails to multiple members, all recipient email addresses **must** be included in BCC (blind carbon copy) to protect privacy.
- **Exception:** DCA committee members are deemed to have given permission for their email addresses to be shared with other committee members. Emails between committee members may include visible addresses when necessary for committee business. However, in most cases, there should be no reason under the confidentiality of the DCA committee to share committee communications outside that group. If an exceptional circumstance requires forwarding such communications outside the committee, **all committee members' email addresses must be removed before forwarding.**
- Sharing member contact information outside the DCA, or for non-association purposes, is strictly prohibited.

4. Administrative Requirements

- Managing subscriptions, registrations, or event bookings directly related to DCA activities.
- Coordinating with external parties, such as venues or service providers, **only as necessary for official DCA business.**

5. Authorization and Accountability

- The DCA membership records are covered under **UK GDPR regulations**, meaning access to this account must be carefully controlled to protect members' privacy and ensure legal compliance.
- Only the **Secretary** and **Assistant Secretary** have access to the account.

- All other officers can submit letters to be sent out either via individual emails or included within a newsletter. It is recommended that general individual correspondence is submitted in PDF format.
- This protocol safeguards the rights of members and protects the DCA from potential legal liability.

This arrangement has been in place since late 2018, following a misuse and GDPR breach by a former officer. To the best of our knowledge, the account has been used for no other purpose since that date.